

THIS IS NOT AN OFFICIAL BULLETIN

**TRANSFER OPPORTUNITY FOR
INTERMEDIATE TYPIST CLERK (ITC)**



*Come join our DMH/DHS Healthcare
Collaboration Team!*

We are looking for conscientious ITC's to join our team. The ITC will assist DMH staff with program support such as data entry, filing, coordination of meetings, etc.

Desirable qualities include:

- ❖ Highly organized and detail oriented with record keeping & documentation
- ❖ Ability to work collaboratively with various team members and disciplines
- ❖ Proficient at using various computer programs including Microsoft Word, Excel, Outlook, and the Integrated System (IS)
- ❖ Bilingual/Spanish speaking preferred

DHS Facilities: Long Beach CHC (Long Beach)
Hudson CHC (Los Angeles)
MLK MACC (Los Angeles)

For more information regarding the position, please contact:

Stephanie Booker or Yolanda Moli

Intermediate Typist Clerks

Stephanie: 213-738-3628/Yolanda: 213-351-5049

sbooker@dmh.lacounty.gov OR ymoli@dmh.lacounty.gov

If you are interested and **currently** in an ITC item, please fax to (213) 381-5497, (attention to: Yolanda/Stephanie) your resume, last 2 performance evaluations, and last 2 years Master Timecard Reports. Please respond no later than **Friday, January 17, 2014.**